

Team Captain

Online Team Management Guide

The Anthem Corporate Run wants to help Team Captains manage their teams better. This Guide is meant to help show you how to use the system and hopefully answer questions that may arise.

Creating Your Team

Go to <https://runsignup.com/Race/VA/GlenAllen/corporaterun>. This is the site where you will be able to create and manage your corporate team, as well as where your employees will go to register.

1. Click on the Create a New Team button.

The screenshot shows the 'Corporate Teams' section of a website. On the left is a vertical navigation menu with links: Race Info, Event Info, Sign Up, Corporate Teams (highlighted), Find A Participant, and Donate. The main content area has the heading 'Corporate Teams' in orange. Below it is a 'Team Name' label and an empty text input field. To the right of the input field is a 'GO TO MY CORPORATE TEAM' button. Below the input field is a 'SEARCH' button. To the right of the search area is a 'CREATE A NEW TEAM' button, which is pointed to by a red arrow. Below these buttons is a note: 'You can create a corporate team until 6/3/2016.' At the bottom is a table with three columns: 'CORPORATE TEAM', 'TEAM TYPE', and 'CAPTAIN(S)'. The first row of the table shows 'Sports Backers' under the first column, 'Corporate Teams' under the second, and 'Scott Schricker' and 'Nan Turner' under the third. To the right of the table is a 'JOIN' button.

CORPORATE TEAM	TEAM TYPE	CAPTAIN(S)
Sports Backers	Corporate Teams	Scott Schricker Nan Turner

2. Setup Basic Team Options

- **Team Name** – make this something easy to understand and remember so employees will be able to recognize it among the many teams listed.
- **Team Type** – There is only one type.
- **Event Costs %** - Enter the % of the costs you are willing to pay for employees. 100% means you will pay the entire cost. 75% means you will pay for 75% of the cost.

NOTE: IF YOU DON'T WANT TO BE INVOICED AND WANT TO PREPAY FOR ENTRIES ENTER THAT YOU'RE PAYING FOR 0% AT THIS STEP.

- **Event Code** – Enter a code that you will be able to share with employees so others do not sign up under your team and you pay. You will be able to look this up or change it later.
- **Stop Paying Date** – This date will be your cut-off for paying for entrants. The final date of race registration is June 5, 2019. The invoice cutoff date is May 17, 2019, so all entries paid for by invoice must be set up by then.
- **Maximum Number Covered** – This is the total number of registrations (employees, family and friends combined) that you will be covering the cost of the event for.
- **Family/Friends Setting** – you can enable an employee to also add others to their registration. Check the box to turn this on. If not checked, only employees would be able to join your team and receive your cost offset. If checked, you can specify a limit to the number of additional members that your organization will pay for. You can also specify the rules – we have default text that can be replaced with anything you want.

New Corporate Team

Team Name *

Team Type *

(Select a Team Type) ▾

Event Costs

Event Costs the Team will Pay for *Each* Member? *

0 % + \$ 0.00

E.g. Enter 0% + 0\$ if the member will pay the full amount or 100% + \$0 if the team will pay for the member.
If a member registers for multiple events in a single registration, the fixed dollar amount will be applied for each event.

Enter a Code that Members Must Enter to Join the Team

Cost Coverage Options

If you entered zero in the percent of costs that the team will cover, these settings have no meaning.
If you will pay for team members, these settings allow you to limit when and how many registrants you will cover.

When Will You Stop Paying for Team Members?

Format: mm/dd/yyyy
Ends at 11:59pm on this date.

Maximum Number of Members Covered

Family and/or Friend Settings

Are Family Members and/or Friends Included?

☐ Yes, family members and/or friends can join this team.

3. Team Questions – There are a series of questions that all captains must answer:

Company Name – This is a code that will be used to score your team.

3-5 Digit Scoring code – This is a code that will be used to score your team.

Company Division – Select your company industry.

Company Size – Select the size of your company.

Company Mailing Address

Co-Captain Name & Email – Just in case we want a second person as a contact point

Corporate Team Questions

Company Name *

Please create a 3-5 digit scoring code for your team. *

Company Divisions *

How many employees does your company have in the Richmond area? *

Company Mailing Address *

Co-Captain *

Co-Captain's Email *

Once you have finished the questions click Continue to proceed. The next screen will show the initial Corporate Team Payment. Click on Create Team and your team will be created. You will have the option to go to the Team Page where you will be able to administer and update your team.

Corporate Team Created!

Thank you for creating your corporate team.

Team Name: ABC Company Name

Team Type: Corporate Team

GO TO TEAM PAGE

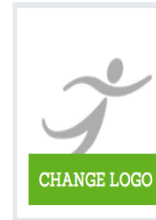
Corporate Team: Test Team

[View as Captain](#)

Team Type: Team

EDIT TEAM

SETUP MEMBER QUESTIONS



Team Member Summary

Number of Employees/Members: 0/0

Number of Free/Pre-Paid Entries Used: 0

VIEW MEMBERS

JOIN

Pre-Paid Packages

You can purchase pre-paid entries for this Corporate Team.

PURCHASE ENTRIES

Payment Summary

Team Setup Fee: \$0.00

Registrations Paid by the Team: \$0.00

Amount Paid by the Team: \$0.00

\$0.00 paid online through RunSignUp.

Other Fees: \$0.00

Amount the Team Owes: \$0.00

VIEW INVOICES & PAYMENTS

Team Page

Edit Team – Allows you to edit your initial options and to add some more.

Set-up Member Questions – Allows you to ask questions of all of your team members. For example, you may want to ask them if they want to volunteer to bring food.

Logo – you can upload your company logo

View Members – this will show you who has joined your team and their status.

Join – **Don't forget to join yourself!** You just set the team up – now is a good time to become the first team member, and not just the Captain!

Add & Change Captains – You can share the Captain responsibilities with others - they will then be able to see this same Team Set-up page.

View Invoices & Payments – this is where you can track how much you owe and see how to make payments.

Purchase Entries – This is where you can purchase pre-paid blocks of entries on your credit card. You will indicate the number of entries you'd like to purchase, and then you will pay for them immediately.

Edit Teams

You will be able to edit the options you set when you first created your team, like the password or how many employees and family members you want to help pay for.

In addition, you can decide whether you want to let people register on the public team page, and whether you want to create your own URL so that you can send employees directly to register.

Finally, you can enable non-employees to register independently from employees. In the standard mode, employees and their families must register together.

Custom Questions

You can ask any type of question to the members of your team when they register. You will be able to report and download all the responses, which can help you organize your team.

As you can see on the right, you can enter responses that members can choose from.

You can select the way the responses are given – in this case we have chosen checkbox, which allows people to select multiple responses. You can let people type in free form, only choose one thing with the Radio button, select one item from a menu, or simply do a Yes/No type of question.

Change Logo

We make it easy to upload your organizations logo (or another fun picture) for your team page. This will help your employees identify which team to join and enhance your company image.

Advanced Options

Hide from Public Teams List

☐ Yes, hide this team from the public team list.

Priority on Teams List

0

Higher priority teams will appear higher on the team list.

Custom Teams Url

https://test.runsignup.com/CorporateTeams/

Allow Stand-Alone Non-Employees Registrations

☐ Yes, allow a non-employee to register without requiring them to register with an employee.

Team joining Closes

America/New_York Time
Format: mm/dd/yyyy
Ends at 11:59pm on this date.

SAVE

CANCEL

Custom Question

Question *

Can you bring food to the after-race party?

Question Type *



Possible Responses

Response		ADD RESPONSE
Water	↑ × ↓	
Bananas	↑ × ↓	
Power Bars	↑ × ↓	
Apples	↑ × ↓	
Bananas	↑ × ↓	

☐ Require Response
☒ Ask Each Member

Image

Choose File No file chosen

CLEAR

Additional Details

ADD QUESTION

SAVE QUESTIONS

DISCARD CHANGES AND GO TO TEAM PAGE



© 2014

View Members

This will allow you view and remove members of your team.

If you notice someone on your team has incorrect information, only they can change it for security and privacy purposes. They can simply log back in where they registered and modify their Profile to update information.

Removing a member will remove them from the race, and fees they may have paid will not be refunded.

Captains

You can add and remove Captains very easily.

Note that the new Captains must have a registered account in the online system. They can do this simply by joining the team, or can go to www.RunSignUp.com and click on Sign Up to create an account.

Captain

First Name *

Last Name *

E-mail Address *

ADD CAPTAIN

SHOW CHANGES

View Invoices and Payments

You will be able to view payments you have made – both online and offline.

In addition, you will be able to see invoices and amount due. You will be able to pay this online or send a check.

Payments

Payment Date	Payment Amount	Processing Fee	Amount Applied to Account	Registrations Through	
03/22/2013 08:36am	\$100.00 (Paid Offline)	Team: \$0.00 Race: \$0.00	\$100.00	03/21/2013 11:59pm	View Payment

[Back to Team Page](#)

Corporate Team Invoice #00000009: Eastern Lift

[Viewing as Caption...](#) [View Normally](#)

Registrations Through	03/21/2013 11:59pm
Due Date	03/29/2013 11:59pm
Invoice Amount	\$270.00
Amount Paid	\$0.00
Processing Fee	\$16.20
Amount Due	\$286.20

Credit Card Information

First Name

Bob

Last Name

Bickel

Address

407 Chester Avenue

City

Moorestown

State

New Jersey

Zip Code

08057

Credit Card Number

Expiration Date

CVV (Card security code)

Pay \$286.20

Offline Payment

Please send payments to:

Bob Bickel
407 Chester Avenue
Moorestown, NJ 08057

[Back to Payments](#)

Captains' Store

If you need to be invoiced separately for your alcohol, please purchase the alcohol in a separate transaction.

To purchase a Keg you must also purchase a tent.

Items you can purchase:

10' x 10' Tent	Includes 1 table and 2 chairs	\$350
10' x 20' Tent	Includes 2 tables and 6 chairs	\$550
20' x 20' Tent	Includes 4 tables and 8 chairs	\$900
20' x 30' Tent	Includes 6 tables and 10 chairs	\$1,200
Extra Chairs		\$5 each
Extra Tables		\$10 each
24" Cocktail Table		\$15 each
Beer Tickets		\$6 each
1/6 Keg	Includes 100 cups, ice, tub, and tap	\$225
1/2 Keg	Includes 100 cups, ice, tub, and tap	\$375
Unlimited Water Service	Includes a Diamond Springs Water Cooler with 5 gallon jugs and cups	\$100
Case of Water	24, 16.9 oz bottles of water per case	\$10

Kegs: We will be offering Sierra Nevada beer, specific beers TBD

If you have questions, please feel free to check our website

<http://www.sportsbackers.org/events/corporate-run/> for further Captain Information, send us email at info@sportsbackers.org or call us at 804-285-9495.